

South Carolina College Personnel Association Board Meeting Minutes

Date & Time: Friday, October 1, 2004 – 9:00am

Location: Claflin University, Orangeburg, SC

Members Present: Jason Cassidy, Jeff Brown, Pam Havice, Linda Jamieson, Darlene Mahaffey, Bob Hanley, Thwanda Davidson, John Lowrey, Stan Parker, Kari Burns, Kristin Cooper, Fred Bosarge, Roberta Bigger, Rhonda Mingo, Beau Seagraves, Dianne Alexander, Jennie Volforte, Tiffany Coleman, Tricia Fetcher, Emily Burns, Art Hartzog, Kelly Imbert.

Meeting was called to order by Jason at 9:12am

Review of minutes from 8/27 – Approved

Jason apologized for the technical difficulties experienced during last conference call.

Fall Conference Update – Elaine

123 participants here at Claflin today.

President's Report – Jason

Letter to Two-Year VPs – Jason has made contact with all of the VPs across the state via a letter.

Jason visited with the USC SA; he promoted and recruited several students who were not members.

ACPA Carnival – Jason explained the ACPA Carnival in Nashville and solicited interest in assisting the in the carnival. There was no response.

Please let Jason know if you are interested.

Executive Board Member Reports

President Elect – Bob

Bob is looking to 2005-06 and is asking what we would like the format for the conferences is going to be. Do we want to change the format of the conferences? John brought the fact that SACSA 2005 will be in Myrtle Beach, SC again. The board has agreed that the current format is working and we will proceed with the current structure.

Past President – Jason for Boyd

Jason shared information regarding elections. Jason encouraged the board to think about people interested in running for elected positions. He is looking at having nominations submitted in February.

Boyd is proposing adding the Private Institution Rep to the Elections and Nominations Committee.

Boyd is also proposing that the minimum number of candidates be lowered to 2, instead of 3.

Boyd has also proposed adding the electronic voting method as the standard way to conduct elections.

The above proposal have all been passed. **Jeff will update the Policies and Procedures Manual.**

John brought the issue of institutions that may not have e-mail access – how do they vote? John proposed that we continue to mail the ballots to those institutions.

Treasurer – Beau

Tricia wanted to propose adding a line for postage for the mailing of the pins to new members. There was a motion to add \$50 for this; seconded, passed with unanimous vote.

Kari has requested the use of the Clemson SPA funds for use to get Clemson graduate students to the GSFF conference at Florida State University. She has requested \$300 to assist with conference fees, lodging, etc. There was a motion to approve, seconded and was approved.

Secretary – Jeff

The Policies and Procedures Manual will be updated and on-line on Monday.

Public Rep – Pam

She has developed a letter for public schools asking for new staff at their institutions. She has sent that letter to the VPs at each school.

Member at Large – Linda for Suzanne

Linda shared that there was a great turn out at the Student Leadership Conference at Clemson on September 24th.

Clemson SPA Rep – Kari

Several of the new Clemson SPA members are present today. They have about 30 members. The SPA is looking into some fundraising efforts. They will begin recruiting for the new board soon.

USC SPA Rep - Kristen

There are about 58 paid members in the SPA. There are 4 first-year students serving on the board. They are participating in the Breast Cancer Walk in Columbia tomorrow.

Appointed Board Member Reports Conferences

2005 Administrative Assistant Conference Co-Chairs – Darlene and Diane

The conference will be on March 11 at Midlands Technical Airport Campus. They will begin to look at presenters soon for the conference. They are also drafting a letter to Administrative Assistants across the state.

2005 Spring Conference Co-Chairs – Jennie and Tiffany

The conference will be on April 21-23 at Charleston at the Beach in Folly Beach, SC. Jennie and Tiffany shared some of their promotional items that they will use for the conference.

They are having some difficulties in communication with the hotel. The contract is not signed as of today. They are continuing to work with the hotel.

They are also looking at what will happen on Thursday night. Jennie solicited input for the activities and the keynote speaker.

Stan shared that we need to have engaging, motivating, moving speakers. Roberta agreed. Jason asked to provide some names to Jennie and Tiffany.

They will focus the program on the four components of the FISH philosophy - play, be there, choose your attitude and make their day.

Committee Chairs Membership – Tricia

She passed out the updated information. There are 242 current members; yet still only 12 from HBCU's. Overall membership numbers are increasing. She will have a new updated committee list to the board on Monday.

Tricia solicited feedback on the e-mails that she shares to the e-mail list. She has had some problems with people responding to her when she sends something to the e-mail list. John recommended that the board look into having an "SCCPA" e-mail address hosted by some institution. Jason asked Tricia to look in to the possibility of USCA hosting this.

Development – Stan

Stan and Boyd are looking into the development of the associate membership program. Barnes and Noble donated a \$50 gift certificate for the panel to day.

Awards – Kelly

The committee will be honoring new people to the conference today. They will also award the best program today.

Kelly reminded the board about the upcoming awards deadline, again to remain in-line for the ACPA timeline.

The deadline is November 17, 2004 for the nominations.

Kelly will be looking at ways to limit the amount of additional information that comes with many nominations.

Jason encouraged everyone to nominate people.

Long-Range Planning – Fred

Fred has revisited the Strategic Plan. Fred reviewed the plan and discussed that we are already about half way through the plan. He suggested that we have “point” people who are the “triggers” to get things done on the plan.

Jason asked Fred to be able to present a revised Strategic Plan at the AA Conference in Columbia. Jason also asked each board member to review the plan and look at which items directly relate you your board position. Please share thoughts with Fred

Human Diversity – Thwanda and Beverly

Thwanda shared that her and Beverly have relooked at the organization’s affirmative action plan and presented the new draft of the plan. They were able to look at the other organization’s plans. Thwanda gave a summary review of the plan. Jason has asked all board members to look at the plans and provide feedback at the January conference call. Significant time will be spent on this at the next board meeting.

Publications – Linda and Amanda

Linda thanks those who submitted for the newsletter. The deadline for the October newsletter is Friday, October 8, 2004. Any address updates should be directed to Tricia.

Palmetto Practitioner - Pam and Tony

The new edition was posted on Tuesday. Please check it out. There are some very provocative, interesting articles out there. Thanks to those who submitted.

Deadline is January 19, 2005 for the spring issue.

Technology – Ruby

No report

Advocacy – Deonne
No report

Representatives and Liaisons

HBCU Rep – Jerome
No report

Administrative Assistant Rep – Darlene

She has been working with the Administrative Assistants at Clemson and encouraged their involvement. She will also be sending out a letter to other schools across state.

Chief Student Affairs Liaison – Roberta

Roberta shared that Dr. Shucker has put together an Assessment Workshop on next Wednesday at Furman.

Clemson Faculty Liaison – Tony

No report

USC Faculty Rep – John

USC has 28 graduate students here at the conference. They are very involved with the organization.

Historian – Art

Art will have a cumulative history report by the end of the summer.

Announcements:

The next meeting of the board will be January 14, 2005 – 11:30-1:30pm
Conference Call.

Respectfully submitted,

Jeff Brown
Secretary, SCCPA.